

## NOTICE

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy, for the position of Personal Property Clerk in the Revenue Department. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Rd., Suite 103, Centre, AL 35960 until the close of business on Friday August 28, 2015

**ESSENTIAL FUNCTIONS:** Personal Property Assessment: Performs a variety of duties involved in the discovery, administration and appraisal of personal property within the County tax jurisdiction in accordance with the guidelines and procedures established by the Alabama Department of Revenue. Assessment Clerk: Performs various clerk and cashier functions related to the collection of fees and taxes relating to County assessments following specific processes related to various types of transactions. Customer Service and General Clerical Duties: Performs office and customer assistance activities to ensure efficient operation of the Reappraisal Office.

**Knowledge and Skills:** The successful applicant must be willing to follow instructions, both written and oral, and possess a good attitude when dealing with other employees and the general public. All applicants must possess a high school diploma or GED. College coursework in business education is preferred. Two years of practical work experience in an office environment dealing with the public; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job. Possess a current and valid driver's license. Ability to travel to attend meetings and training programs. Ability to become certified within a specified period of time as an Alabama Certified Appraiser through the State Ad Valorem Education and Certification Program.

**Salary and Benefits:** The minimum starting salary for this position will begin at \$9.95 per hour. Salary is negotiable based on successful applicant related experience, education and training. Successful applicant will be awarded County benefits. First consideration shall be given to all present employees of the Cherokee County Commission, who are eligible for the position. In addition, successful applicant will be required to submit a pre-employment drug screen and physical as required by the Cherokee County Commission. The Cherokee County Commission is an Equal Opportunity Employer.